

ATTACHMENT 8 INTRODUCTION & RESPONSE

Proposers interested in responding to this RFP must submit the following written submission in the order specified below.

1. Project Approach (up to four (4) pages)

Provide a description of your approach to providing services that match the specifications outlined in the Scope of Work. Include the following information:

- a. Overall scope of work tasks; and
- b. Schedule (see sample below) and ability to complete the project within the Court's required time frame; and
- c. If applicable, assignment of work within Proposer's work team.
- d. A description of the locations where you perform your work and how long you have worked from these locations.

2. Proposer Qualifications (up to four (4) pages)

Provide information on your Proposer's background and qualifications which addresses the following:

- a. Name, address, telephone number and email address of a contact person; and
- b. A description of three (3) projects similar in size and scope, including client name, references, email address and telephone numbers, staff members who worked on and project summary. The Court may check references listed by the Proposer. Please note greater weight will be given to: prior conversion to E-Court, prior conversion from Sustain Justice Edition, prior Court case management system conversion, and prior justice system conversions. Prior work performed for the Court will be included as a Reference during evaluation.
- c. A list of all lawsuits or hearings initiated by any government agency or court within related to contract non-performance or non-compliance in the last 5 years in which Proposer was a party. Describe the reason for the lawsuit or hearing.

3. Team Qualifications (up to (4) pages)

For each key staff member: a resume describing the individual's background and experience, as well as the individual's ability and experience in conducting the proposed activities.

4. Credentials: Copies of the Proposer's current business licenses, professional certifications, or other credentials.

5. Sample/Proposed Timeline

Billing Milestones	Description (detailed description in sec 3)	Estimated Date*	Estimated Hours
BM1	Deliverable #1		
BM2	Deliverable #2		
BM3	Deliverable #3		
BM4	Deliverable #4		
BM5	Deliverable #5		
BM6	Deliverable #6		
BM7	Deliverable #7		
BM8	Deliverable #8		
BM9	Deliverable #9		
BM10	Deliverable #10		

*Dates will be adjusted once the project start date is determined.